

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 22, 2003

COUNTY FISCAL LETTER (CFL) NO. 02/03-50

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS

SUBJECT: NEW PLACEMENT INFORMATION ADDENDUM (PIA) FORM THAT UPDATES
THE REPORTING INSTRUCTIONS FOR RELATIVE FOSTER CARE CASES
REPORTED ON THE CA 800 FC (FED)

REFERENCES: All County Letter (ACL) No. 01-85
CFL No's. 97/98-54, 01/02-55, 01/02-61, and 02/03-36
Adoptions and Safe Families Act (ASFA) Public Law, Statutes of 1997

The purpose of this CFL is to provide updated assistance claim reporting instructions beginning with the April 2003 claiming month for the new PIA form. The new PIA replaces the Detail Report Summary Sheet attached to the CA 800 FC (Fed) form, previously issued in CFL No. 02/03-36, dated November 1, 2002. These instructions are in effect until further notice.

BACKGROUND

As part of the resolution of the Federal Title IV-E deferral associated with relative placements, the Federal Department of Health and Human Services (DHHS) has requested itemization by placement type for expenditures reported on the CA 800 FC (Fed) form, Line 11, Columns A and B. Initially, in order to address the deferral, the California Department of Social Services (CDSS) issued CFL No. 02/03-36 that provided reporting instructions for relative foster care placements. However, in order to provide a detailed schedule of Title IV-E eligible placement costs that supports the total expenditures on the monthly CA 800 FC (Fed) form, the PIA has been developed to capture the level of detail requested for placements in Group Homes, Foster Family Agencies, Licensed Foster Family Homes, and Approved Relative Homes.

The CDSS has worked closely with the California Welfare Director's Association (CWDA) to ensure that the content and instructions for this new form are clear and that the data for the form is readily available from current sources.

RELATIVE FOSTER CARE EXPENDITURE DOCUMENTATION

To accommodate the collection of this expenditure data, effective with the April 2003 claiming month, the new PIA form (see attachment) is divided into three sections, Person's Count, Main Payroll, and Prior Period Adjustments. Additionally, an instruction sheet has been developed for reference when filling out the form.

It is important to explain the approach used on the PIA for prior period adjustments for relative placements. The loss of Title IV-E funds for the January through December 2002 deferral periods has been absorbed by the State and not passed through to the counties. Therefore, to avoid a duplicate reduction in federal funds, do not include any prior period adjustments in a current claim (CA 800 FC [Fed]) that occurred during the months of January through December 2002. It will be necessary to first complete the new PIA to determine the correct prior period adjustments that should be listed on the CA 800 FC (Fed) form. Detailed instructions are provided on the form to back-out those adjustments.

SUBMITTAL OF THE PLACEMENT INFORMATION ADDENDUM

The PIA must be submitted with the monthly CA 800 FC (Fed) form. It is imperative that the PIA is submitted timely. For those counties that do not submit the PIA with their monthly assistance claim, the claim will not be accepted until such time as it is submitted with the PIA attached, which could affect a county's future advance.

Camera-ready copies of the PIA are available by contacting:

California Department of Social Services
Forms Management Unit
744 P Street, MS 7-182
Sacramento, CA 95814
Telephone Number: (916) 657-3447

REIMBURSEMENT OF RELATIVE PLACEMENT EXPENDITURES

As of January 2003, all counties have completed the relative assessment process and should be in compliance with all procedures for claiming relative placement costs.

As a reminder, pursuant to ACL No. 02-97, dated December 27, 2002, and CFL No. 02/03-49, dated March 20, 2003, all deferrals and disallowances resulting in the loss of Title IV-E

funding will be passed to the counties effective January 1, 2003.

If you have questions or concerns regarding these instructions, please contact Lyn Stueve, Fiscal Policy Bureau analyst at (916) 654-0951.

Sincerely,

*Original signed by Marge Dillard
on April 21, 2003*

MARGE DILLARD, Chief
Fiscal Systems and Accounting Branch

Attachments

CA 800 FC (FED) PLACEMENT INFORMATION ADDENDUM

| | | |
|--|----------------------------|---|
| COUNTY NAME | CLAIMING MONTH | |
| Column 1 CATEGORY | Column 2 TOTALS | Column 3 GRAND TOTALS (Combined Totals of Column 2) |
| PERSON'S COUNT | | |
| All Person's Counts that Roll into the CA 800 FC (FED) form, Line A11 | | |
| 1. Number of persons in Group Homes for the month | _____ LINE 1 | |
| 2. Number of persons in Foster Family Agency (FFA) Homes for the month | _____ LINE 2 | |
| 3. Number persons in licensed Foster Family Homes for the month | _____ LINE 3 | |
| 4. Number of persons in Approved Relative Homes for the month | _____ LINE 4 | |
| 5. Total Person's Count for the month (Sum of the above) | | _____ LINE 5 |
| MAIN PAYROLL | | |
| All Maintenance Payment Amounts that Roll into the CA 800 FC (FED) form, Line B11 | | |
| 6. Total maintenance payments for persons in Group Homes | _____ LINE 6 | |
| 7. Total maintenance payments for persons in Foster Family Agency (FFA) Homes | _____ LINE 7 | |
| 8. Total maintenance payments for persons in licensed Foster Family Homes | _____ LINE 8 | |
| 9. Total maintenance payments for Approved Relative Homes | _____ LINE 9 | |
| 10. Total Maintenance Payments for the month (Sum of the above) | | _____ LINE 10 |
| PRIOR PERIOD ADJUSTMENTS | | |
| Prior Period Adjustments for Approved Relative Homes | | |
| 11. Total Prior Period Negative Adjustments for the month | _____ LINE 11 | |
| 12. Total Prior Period Negative Adjustments for Approved Relative Homes included on Line 11 above. | _____ LINE 12 | |
| 13. Total Prior Period Negative Adjustments for Approved Relative Homes unallowable placement costs reported January 1 through December 31, 2002 | _____ LINE 13 | |
| 14. Adjustment Totals (See Instruction Sheet for calculation instructions) | | _____ LINE 14 |

CA 800 FC (FED) PIA Instruction Sheet

Person's Count

Using the Person's Counts from Line 11A on the CA 800 FC (FED) form:

Line 1 - Enter the total number of persons in Group Homes for the month in Column 2.

Line 2 - Enter the total number of persons in Foster Family Agency (FFA) homes for the month in Column 2.

Line 3 - Enter the total number of persons in Licensed Foster Family Homes for the month in Column 2.

Line 4 - Enter the total number of persons in Approved Relative Homes for the month in Column 2.

Line 5 - Add Lines 1 through 4 in Column 2 of the Person's Count section and enter the Grand Total in Column 3.

Main Payroll

Using the Maintenance Payment costs from Line 11B on the CA 800 FC (FED) form:

Line 6 - Enter the total maintenance payment costs for the persons in Group Homes for the month in Column 2.

Line 7 - Enter the total maintenance payment costs for the persons in FFA homes for the month in Column 2.

Line 8 - Enter the total maintenance payment costs for the persons in Licensed Foster Family Homes for the month in Column 2.

Line 9 - Enter the total maintenance payment costs for the persons in Approved Relative Homes for the month in Column 2.

Line 10 - Add Lines 6 through 9 in Column 2 of the Main Payroll section and enter the Grand Total in Column 3.

Prior Period Adjustments

Using the Prior Period Adjustments from line B8 on the CA 800 FC (FED) form:

Line 11 - List total Negative Prior Period Adjustments for the current month in Column 2.

Line 12 - Enter the total Prior Period Negative Adjustments for Approved Relative Homes that are included in the amount listed on Line 11 above that represent relative placement costs that are not eligible for Federal Financial Participation (FFP).

Line 13 - Enter the total amount of Prior Period Negative Adjustments for Approved Relative Homes on Line 12 above that represent relative placement payments made from January 1 through December 31, 2002 that are not eligible for Federal Financial Participation (FFP) in Column 2.

Calculation

Line 14 - Subtract Line 13 from Line 11 and list the total. This Grand Total will then be listed as the Prior Period Negative Adjustments on Line B8 of the CA 800 FC (FED) form. (Associated Persons Counts for Line 14, while not reported on this form, should be backed out of Line 8A on the CA 800 FC (FED) form).